



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program  
**BWP TU 01 - General Practice**  
**BWP TU 02 - Limited Practice**  
**Instructions and Supporting Materials**

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**Introduction**

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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**Permit Fact Sheet**

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Toxics Use Reduction Planners (hereinafter referred to as "**Planners**") are currently certified, pursuant to 310 CMR 50.00 (hereinafter referred to as "**the Regulations**"), as General Practice ("GP") or Limited Practice ("LP") for a period of two (2) years, beginning as of the date of the letter each Planner receives from the Department upon certification as a GP or LP (hereinafter referred to as his/her "**Certification Period**").

## **I. Recertification**

A Planner seeking recertification must apply to the Department prior to the expiration of the Planner's Certification Period. Failure to do so will result in an expiration of the Planner's certification,<sup>1</sup> thereby requiring a new certification application to be submitted for Departmental approval. Timely submittal (and approval) of an application for recertification extends the applicant's certification for an additional two (2) years, at the end of which the Planner must once again apply for recertification in accordance with this guidance document. Upon timely submittal of an application for recertification, the applicant will remain certified as a GP or LP Planner until the Department reaches a final decision on the planner's application and notifies the applicant as such.

## **II. Recertification Procedure**

A Planner seeking recertification must make that request to the Department using a "**Planner Recertification Application**" provided by the Department. The application must be completed and signed, and returned to the Department prior to the expiration of the applicant's Certification Period. The appropriate fee must also be submitted to, and accepted by, the Department prior to the Department's review of the Planner Recertification Application. The fees are the same as the original certification fees for GPs and LPs, i.e., a One Hundred Dollar (\$100.00) recertification application fee for Limited Practice Planners and a Five Hundred Dollar (\$500.00) recertification application fee for General Practice Planners.

It is the responsibility of the applicant to include with the Planner Recertification Application all the documentation necessary to support the applicant's request for recertification. This includes, but is not limited to, documentation which describes in detail the courses, seminars, or other educational or professional programs or activities (collectively referred to as "**Recertification Activities**") for which the applicant is seeking credit, verification of the applicant's attendance at these Recertification Activities (such as a copy of the sign-up sheet or a certificate of completion), and the number of hours (or 1/2 hours) the applicant spent in each recertification activity. All Planner Recertification Applications must include documentation supporting thirty (30) credits of approvable Recertification Activities. Since all applicants, as part of the recertification application requirement, will be required to sign an oath testifying to an honest and good faith effort to supply truthful information, the documentation supplied by the applicant will be reviewed as a whole, i.e., the absence, due to unobtainability, of one or more pieces of documentation pertaining to a recertification activity description, attendance or hours in attendance will not necessarily render an application incomplete.

<sup>1</sup> A Planner's failure to recertify prior to the expiration of his or her Certification Period will result in the expiration of his or her certification, unless the Department extends the Planner's Certification Period pursuant to section 50.58(4)(d) of the Regulations, which states that "[i]f the Department disapproves a course, seminar, or other educational or professional program, the Department may, at its discretion, extend a Planner's certification so that the Planner may attend other courses, seminars or programs."



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### **III. Recertification Credits**

In order to be recertified, a Planner must, DURING his/her Certification Period (The Department may modify this requirement depending upon the date and relevancy of a Recertification Activity attended PRIOR to a Planner's Certification Period.), complete at least thirty (30) credits of Recertification Activities, approved by the Department, in any of the following areas:

1. toxics use reduction activities<sup>2</sup> ("toxic use reduction activities" shall include the Toxics Use Planner Certification Course offered by The Massachusetts Toxics Use Reduction Institute only when taken by a Limited Practice Planner during his/her Certification Period.); or
2. other environmental laws or regulations, or laws or regulations pertaining to worker health or safety, except that such education may not count for more than four (4) of the total 30 credits.
3. Professional activities related to TUR, including but not limited to presenting or publishing papers, teaching, participation in professional or trade associations, or participation in advisory committees for governmental agencies, may, at the discretion of the Department, count for no more than four (4) of the total 30 credits required.

<sup>2</sup> "Toxic use reduction activities" include, but are not limited to, activities in which an individual uses the skills or knowledge necessary to conduct the analyses set forth in section 50.51(2) of the Regulations or activities in which the individual uses the skills or knowledge necessary to evaluate whether the analyses set forth in section 50.51(2) were conducted in accordance with regulatory requirements for developing a toxics use reduction plan.

The analyses set forth in section 50.51(2) are as follows:

- (a) analysis of toxic chemical use, byproduct generation, and emissions in a process or method of producing a product or service, including whether a process flow diagram reflects actual facility operations;
- (b) analysis of the technical and economic feasibility and potential impacts of a change to an existing process or method of producing a product or service;
- (c) analysis of the potential effects on the facility's operation, function, and business activities due to a change to an existing process or method of producing a product or service;
- (d) analysis of the potential effects on worker health and safety at the facility due to a change to an existing process or method of producing a product or service;
- (e) analysis of the potential effects on toxic chemical use, byproduct generation and emissions to all environmental media due to a change to an existing process or method of producing a product or service;
- (f) analysis of the potential effects of a change to an existing process or method of producing a product or service on compliance with other applicable laws and regulations; and
- (g) evaluation of whether a potential change to an existing process or method of producing a product or service constitutes toxics use reduction."

### **IV. List of Possible Sponsors of Recertification Activities**

As the recertification phase of the Planner certification program develops and the Department begins to receive information concerning courses approved for recertification credit, a list of such courses, including credit amount, will be developed, updated periodically, and made available to all interested parties.



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The following is a list of possible sponsors of recertification activities:

- Massachusetts Toxics Use Reduction Institute at UMass, Lowell (call 508-934-3275)
- Massachusetts Office of Technical Assistance (call 617-727-3260)
- Massachusetts Department of Environmental Protection (call 617-292-5500)
- MIT Center for Technology, Policy & Industrial Dev. (call 617-253-1667)
- Tufts Center for Environmental Management Institute (call 617-627-3486)

#### **V. Recertification Determination Criteria**

1. Courses, seminars, or any other educational or professional programs relating to TUR sponsored by the Department, the Office of Technical Assistance, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other state or federal pollution prevention agency, shall be considered "approved by the Department" for the purposes of recertification. In addition, any applicant who has questions regarding the applicability of an activity for recertification purposes may receive a written credit determination by submitting a completed "Form for Credit Pre-Approval of Recertification Activities" to: Department of Environmental Protection, Toxics Use Reduction Planner Certification Program, 7th Floor, One Winter Street, Boston, MA 02108. This form is included in the Toxics Use Reduction Planner Recertification Application package. The Department may approve or disapprove these activities and assign credits at its discretion.
2. **Generally, one (1) hour spent in a Recertification Activity equals one (1) recertification credit.** In unusual cases, the Department may, at its discretion, specify that 1 hour of time spent in a specific Recertification Activity shall equal more than one credit, but not to exceed two (2) credits, if the Department determines that a particular course, seminar, or other program, or a particular topic, is especially relevant or important to the responsibilities of Planners.
3. If the Department disapproves a Recertification Activity upon submission of a Planner Recertification Application, the Department may, at its discretion, extend a Planner's Certification Period so that the affected Planner may remain certified while attending another activity to be used for recertification purposes, in place of the disapproved activity.
4. Topics in pollution treatment or control DO NOT count toward the coursework required under "toxics use reduction activities" (as discussed in 1. of section III.), but may be eligible for credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety" (as stated in 2. of section III.).
5. The Department reserves the right to deny recertification to any Planner found by the Department to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities as set forth in the Regulations.

#### **VI. Denial of Recertification**

1. Following a review of a Planner Recertification Application, the Department shall issue a written decision granting or denying recertification. Recertification shall be granted for a two (2) year period beginning as of the date of the written decision granting recertification. A decision denying recertification will state the grounds for such denial and, if applicable, specify conditions that the applicant must fulfill in order to be recertified.
2. A Planner whose recertification application is denied may request an adjudicatory hearing in accordance with M.G.L. c. 30A and 310 CMR 50.60.



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

Millbury Training Center  
Route 20 Millbury, MA 01527  
Telephone: (508) 368-5600  
Fax: (508) 755-9253  
*Residuals Sludge Management*  
Telephone: (508) 368-5606  
*WWT Operator Certification*  
Telephone: (508) 368-5698

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
Charlemont  
Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
Easthampton  
East Longmeadow  
Egremont  
Erving  
Florida  
Gill  
Goshen  
Granby  
Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
Holyoke  
Huntington  
Lanesborough  
Lee  
Lenox  
Leverett  
Leyden  
Longmeadow  
Ludlow  
Middlefield

Monroe  
Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Palmer  
Pelham  
Peru

Pittsfield  
Plainfield  
Richmond  
Rowe  
Russell  
Sandisfield  
Savoy  
Sheffield  
Shelburne  
Shutesbury  
Southampton  
South Hadley  
Southwick  
Springfield  
Stockbridge  
Sunderland  
Tolland

Tyringham  
Wales  
Ware  
Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



Acton  
Ashburnham  
Ashby  
Athol  
Auburn  
Ayer  
Barre  
Bellingham  
Berlin  
Blackstone  
Bolton  
Boxborough  
Boylston  
Brookfield

Charlton  
Clinton  
Douglas  
Dudley  
Dunstable  
East Brookfield  
Fitchburg  
Gardner  
Grafton  
Groton  
Harvard  
Hardwick  
Holden  
Hopedale

Hopkinton  
Hubbardston  
Hudson  
Holliston  
Lancaster  
Leicester  
Leominster  
Littleton  
Lunenburg  
Marlborough  
Maynard  
Medway  
Mendon  
Milford

Millbury  
Millville  
New Braintree  
Northborough  
Northbridge  
North Brookfield  
Oakham  
Oxford  
Paxton  
Pepperell  
Petersham  
Phillipston  
Princeton  
Royalston

Rutland  
Shirley  
Shrewsbury  
Southborough  
Southbridge  
Spencer  
Sterling  
Stow  
Sturbridge  
Sutton  
Templeton  
Townsend  
Tyngsborough  
Upton

Uxbridge  
Warren  
Webster  
Westborough  
West Boylston  
West Brookfield  
Westford  
Westminster  
Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



Abington  
Acushnet  
Attleboro  
Avon  
Barnstable  
Berkley  
Bourne  
Brewster  
Bridgewater  
Brockton  
Carver  
Chatham  
Chilmark

Dartmouth  
Dennis  
Dighton  
Duxbury  
Eastham  
East Bridgewater  
Easton  
Edgartown  
Fairhaven  
Fall River  
Falmouth  
Foxborough  
Franklin

Freetown  
Gay Head  
Gosnold  
Halifax  
Hanover  
Hanson  
Harwich  
Kingston  
Lakeville  
Mansfield  
Marion  
Marshfield  
Mashpee

Mattapoisett  
Middleborough  
Nantucket  
New Bedford  
North Attleborough  
Norton  
Norwell  
Oak Bluffs  
Orleans  
Pembroke  
Plainville  
Plymouth  
Plympton

Provincetown  
Raynham  
Rehoboth  
Rochester  
Rockland  
Sandwich  
Scituate  
Seekonk  
Sharon  
Somerset  
Stoughton  
Swansea  
Taunton

Tisbury  
Truro  
Wareham  
Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
205 Lowell Street  
Wilmington, MA 01887  
Phone: (978) 661-7600  
Fax: (978) 661-7615  
TDD: (978) 661-7679



Amesbury  
Andover  
Arlington  
Ashland  
Bedford  
Belmont  
Beverly  
Billerica  
Boston  
Boxford  
Braintree  
Brookline  
Burlington  
Cambridge  
Canton  
Carlisle

Chelmsford  
Chelsea  
Cohasset  
Concord  
Danvers  
Dedham  
Dover  
Dracut  
Essex  
Everett  
Framingham  
Georgetown  
Gloucester  
Groveland  
Hamilton  
Haverhill

Hingham  
Holbrook  
Hull  
Ipswich  
Lawrence  
Lexington  
Lincoln  
Lowell  
Lynn  
Lynnfield  
Malden  
Manchester-By-The-Sea  
Marblehead  
Medfield  
Medford  
Melrose

Merrimac  
Methuen  
Middleton  
Millis  
Milton  
Nahant  
Natick  
Needham  
Lynn  
Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
Salisbury  
Saugus  
Sherborn  
Somerville  
Stoneham  
Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
Walpole  
Waltham  
Watertown  
Wayland  
Wellesley  
Wenham  
West Newbury  
Weston  
Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Toxics Use Reduction Planning & Reporting Program

## **BWP TU 01 – General Practice**

## **BWP TU 02 – Limited Practice**

### **Toxics Use Reduction Planner Recertification Application**

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**Instructions:**

This application should be used by DEP-certified Toxics Use Reduction Planners, either Limited Practice or General Practice, who are seeking recertification as Planners. It is strongly recommended that all applicants read the Recertification Guidance Document before completing this application.

See transmittal form for mailing

#### **A. Recertification Fee Information**

1. Are you applying for recertification as a (please check one):

- ☐ General Practice Planner (The recertification fee is \$500.00. On the transmittal form, enter "BWP-TU 01" as the permit code and "General Practice" as the permit name.)
- ☐ Limited Practice Planner (The recertification fee is \$100.00. On the transmittal form, enter "BWP-TU 02" as the permit code and "Limited Practice" as the permit name.)

#### **B. Applicant Information**

1. Name:

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

2. Employer's Name/Location:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Zip Code

3. Telephone:

\_\_\_\_\_  
Home

\_\_\_\_\_  
Work

\_\_\_\_\_  
Fax

4. Planner Certification Number (attach a copy of your planner certification letter to this application.):

\_\_\_\_\_  
Five Digits

5. Date on which you were certified as a Planner:

\_\_\_\_\_  
Date

#### **C. Oath**

"I swear that, to the best of my knowledge, all the claims presented in this application are true in substance and effect."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## BWP TU 01 – General Practice

## BWP TU 02 – Limited Practice

### Toxics Use Reduction Planner Recertification Application

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#### D. Recertification Credit Requirement

In order to be recertified by the Department, a Planner must, during his/her Certification Period, complete as least thirty (30) credits of Recertification Activities (as defined in the Recertification Guidance Document).

In the spaces provided, please provide the Department with the title of the recertification activity attended, the date(s) attended, the hours in attendance, a brief description of the activity you attended, and the number of recertification credits you are seeking from the Department for your attendance.

Please copy this section if more room for your recertification activities is needed. Note: The summation of recertification activities listed in this section must equal at least 30 credits.

1.	<hr/>	<hr/>
	Title	Date(s)
	<hr/>	<hr/>
	Hours	Credits Requested
	<hr/>	
	Description	
2.	<hr/>	<hr/>
	Title	Date(s)
	<hr/>	<hr/>
	Hours	Credits Requested
	<hr/>	
	Description	
3.	<hr/>	<hr/>
	Title	Date(s)
	<hr/>	<hr/>
	Hours	Credits Requested
	<hr/>	
	Description	
4.	<hr/>	<hr/>
	Title	Date(s)
	<hr/>	<hr/>
	Hours	Credits Requested
	<hr/>	
	Description	
5.	<hr/>	<hr/>
	Title	Date(s)
	<hr/>	<hr/>
	Hours	Credits Requested
	<hr/>	
	Description	



## **BWP TU 01 – General Practice**

## **BWP TU 02 – Limited Practice**

### **Toxics Use Reduction Planner Recertification Application**

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#### **E. Supporting Documentation**

The 30 recertification credits requested above **MUST** be supported by documentation, which should be attached to this application by staple. Such documentation should be attached in the order the activity is listed in section D above and should describe the courses or events listed above and the hours in attendance, e.g., a course syllabus or event itinerary and a copy of the sign-up sheet or certificate of completion.

If one or more pieces of documentation is unavailable, please state the reason(s) why it is absent and what it would have provided the Department, e.g., if a course syllabus and sign-up sheet cannot be produced, please state in writing what the material would have provided the Department with if it was attached to this application.

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#### **F. Recertification Activities Pre-approval Credit**

Any applicant may receive a prior written recertification credit determination by the Department for any course, seminar, etc. by completing the attached TUR Planner Activity Pre-approval Credit Form and submitting (faxing is preferred) it to the address shown on the form.

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#### **G. Recertification Determination**

Upon receipt of the appropriate fee, and review of this application, the Department will issue you a letter of recertification for a period of two (2) years, or a letter of denial stating the reason(s) for such denial.





Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Toxics Use Reduction

# Recertification-Credit Application

## TUR Planner Activity Pre-approval Credit Form

### Instructions:

This form should be completed by any applicant seeking prior approval (i.e., prior to submitting a completed TUR Planner Recertification Application) and credit determination for any recertification activity the applicant has taken, or plans to take, for recertification credit.

A separate form and supporting documentation should be submitted for each activity.

This information may be submitted to:

Department of Environmental Protection,  
Toxics Use Reduction Planner Certification Program,  
One Winter Street, Boston, MA 02108

Or fax to the Department at 617-292- 5858, in which case this form will be faxed back to the applicant after Departmental review and credit determination. Once the form and supporting documentation are received by the Department, a decision regarding approval and credit determination will be made, and the applicant notified.

### A. Applicant Information

1. Name:

Last Name

First Name

Middle initial

2. Address:

Street Address or Box Number

City

State

Zip Code

3. Telephone:

Home Telephone Number

Work Telephone Number

Fax

### B. Documentation

For a course, seminar, etc. already attended or planned, for which a credit determination is requested, please attach documentation to this form which will provide the Department with a description of the activity, verification of attendance (for activity attended), and the hours the applicant spent or plans to spend in attendance at the activity. In addition, please provide the following information:

Activity Name and Sponsor

Hours in Attendance (or planned)

Date(s) of Activity

Credits Requested

Category (see instructions): ☐ TUR activities

☐ laws and regulations (4 credit limit)

☐ professional activities (4 credit limit)

Description

### C. Final Approval for Planned Activities

Any credit determination made by the Department as a response to this form for activity(ies) NOT YET ATTENDED BY THE APPLICANT is subject to verification of hours in attendance, which must be provided either prior to, or with, the applicant's Toxics Use Reduction Planner Recertification Application.

#### DEP USE ONLY - DEPARTMENT PREAPPROVAL/CREDIT DETERMINATION

The recertification activity described in section B of this form has been:

\_ APPROVED for \_\_\_\_\_ credits toward Planner recertification. \_ DISAPPROVED for recertification credit.

Comments, Date, Signature: